



***State of Washington  
Department of Transportation  
Notice to Consultants  
SR 509 & I-5 Freight & Congestion Relief Project  
Assistant to the Project Director***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications for the Assistant to the Project Director for the SR 509 & I-5 Freight & Congestion Relief project in the Urban Corridors Office. WSDOT will award one (1) agreement for approximately \$425,000. This phase of the project is funded under the nickel tax package.

**Project Descriptions**

The Assistant to the Project Director (APD) will assist the project director with major multi-party agreements negotiations and with the SR 509 project management. The APD will:

- Develop and negotiate complex multi-party local agency agreements;
- Develop and negotiate complex utilities agreements;
- Contribute to the preparation and management of the SR 509 business plan. The business plan includes the project strategies, schedule, cash flow, budget, construction cost and future work force needs;
- Facilitate design charettes for the project;
- Facilitate the steering and executive committee meetings; and
- Perform management task for the steering and executive committees.

Current nickel gas tax funding will fund the APD thru June 2005. If additional funding becomes available, WSDOT has the option of extending the APD contract thru the design/build or design/bid/build phases of the SR 509 project.

The Consultant that is selected for the APD contract will be precluded from participating on any SR 509 design/build team.

The APD will report to the WSDOT Corson Avenue offices in South Seattle. We estimate that the APD consultant will work between 1/2 time and 3/4 time on these task for the 21 months of the contract.

Consultant services need to begin as soon as possible but no later than October 31, 2003.

The SR 509 project director, Craig Stone, will be available to discuss this consultant agreement, the SR 509 project and the expected duties of the SAPD at a RFQ briefing to be held September 10, 2003, from 1:00 pm to 3:00 pm at WSDOT, Rooms 119 & 120, 6431 Corson Avenue South, Seattle, WA 98108, (206) 768-5700.

At this briefing project displays will be present and other members of the project team will be available to answer questions. Reservations for each firm must be made with Gary Langrock who can be contacted at 206-464-1204 or [LangroG@wsdot.wa.gov](mailto:LangroG@wsdot.wa.gov).

Consultants are requested to not contact the SR 509 project office regarding this contract either before or after the briefing. Any such contacts will affect the scores on the proposals.

Additional project information can be found by clicking on the following link:

<http://www.wsdot.wa.gov/projects/I5DesMoinesWaySouth188st/>

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications of the proposed candidate or project team in the following areas (20 points)
  - Design and environmental project management experience on major transportation improvements;
  - Experience with meeting facilitation, especially facilitating meetings involving design, environmental and utility issues on complex transportation improvements;
  - Experience relating to written and negotiated complex agreements with utilities and local agencies for complex transportation improvements;
  - Experience and knowledge of the transportation issues and systems in South King County and understands the relationship of SR 509 to the South King County area; and
  - Understanding of the complexities of the SR 509 project.
2. Project Delivery Approach (20 points)
  - Develop a work plan for this project;
  - Who is involved with the decision making process for the development of the work plan;
  - Describe each of the elements of the proposed work plan for this project;
  - Describe how your work plan addresses contingencies that may arise during the project;
  - Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders;
  - Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables; and
  - Identify any key issues and critical milestones for the project.
3. References/past performances (20 points)

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the

performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax no later than the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

**4. Cost Factors (20 points)**

Include the following items (If your firm has an established overhead rate use item "A: otherwise use item "B":

**A. Overhead Rate and Direct Labor Costs:**

- Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

**B. Statement of Billing Rates: If your firm does not have a FAR audited overhead rate, include the following:**

- Descriptive statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;
- Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications “Packet A” must consist of:

- Your responses to scoring Criteria 1 and 2.

Your Statement of Qualifications “Packet B” must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 3 and 4; and
- Your Submittal Information form(s.)

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, September 24, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.



Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, August 28, 2003 and Thursday, September 4, 2003.